

CHANGE OF ADDRESS OR CHANGE OF NAME INFORMATION AND PROCEDURES for

**Adjusters
Apprentice Adjusters
Administrators
Agents
Temporary Agents
Consultants
Managing General Agents**

**Reinsurance Intermediary Brokers and Managers
Rental Vehicle Agents and Managing Employees
Specialty Credit Producers and Managing Employees
Surplus Lines Brokers
Life Settlement Brokers
Life Settlement Providers**

All licensees are required to notify the Department of Insurance **within 30 days** of any change of residence address, business address, or legal name, pursuant to KRS 304.2-120(4) and KRS 304.9-200(2).

A **penalty up to \$1,000** may be imposed upon agents, surplus lines brokers, rental vehicle agents or managing employees, specialty credit producers or managing employees, or reinsurance intermediaries for failure to notify the Department of these changes. A **penalty up to \$2,000** may be imposed upon adjusters, administrators, life settlement brokers or providers, and consultants for failure to notify the Department of these changes.

Further, KRS 304.9-200(1) requires that the **Kentucky license certificate** contain the licensee's name, city and state of the principal place of business, and other pertinent information. Thus, if the licensee changes legal name or moves the principal place of business to a different city or state, the licensee must request a corrected license from the Department. The corrected license will be provided without charge and will be mailed to the mailing address of the individual or business entity.

Resident Licensees Individuals and Business Entities

Moving residency from one location to another location in Kentucky

If the licensee changes a **residence** street address or city address, the licensee is required to:

- ☐ Submit Record Correction **Form 8303 – available electronically through eServices**

If the licensee changes a **business** street address or city address, the licensee is required to:

- ☐ Submit Record Correction **Form 8303 – available electronically through eServices**
☐ Return "original" Kentucky resident license certificate to DOI
☐ An updated license certificate will be mailed from DOI

Moving residency to another state but NOT CHANGING Kentucky Principal Place of Business (maintaining Kentucky resident license)

The licensee is required to:

- ☐ Submit Record Correction **Form 8303 – available electronically through eServices**

Moving resident license to another state but NOT REQUESTING Kentucky nonresident license

The licensee is required to:

- ☐ Submit Voluntary Surrender of License **Form VS** – available electronically through eServices
- ☐ Return “original” Kentucky resident license
- ☐ Remit \$5 fee for each Clearance Letter – **if requested**

Moving resident license to another state and REQUESTING Kentucky nonresident license

The licensee is required to:

- ☐ Submit Record Correction **Form 8303** – available electronically through eServices
- ☐ Return “original” Kentucky resident license certificate to DOI
- ☐ Remit \$5 fee for each Clearance Letter – if requested
- ☐ License status will change to “pending replacement – residency change.” **Within 30 days** of change, email proof of new resident license to Kentucky at DOI.AgentLicensingMail@ky.gov

NOTE: Pending Replacement status = Active – allows licensee to continue conducting business during the move between states.

If new resident state license is made active **more than 30 days** after surrender of Kentucky resident license, the Kentucky license will be terminated, and the licensee is required to reapply for a Kentucky non-resident license.

- ☐ Submit non-resident license application via www.nipr.com
- ☐ Fax any required attachments to 502-564-6030
- ☐ Request any business entity that the licensee represents to submit Designation Form 8305
- ☐ Request insurers submit appointment Form 8302-AP and applicable fees

**Nonresident Licensees
Individuals and Business Entities**

Moving non-resident license from one state to another state (other than Kentucky)

The licensee is required to:

- ☐ Submit Record Correction **Form 8303** – available electronically through eServices
- ☐ Return “original” Kentucky nonresident license certificate
- ☐ An updated license certificate will be mailed from DOI

Moving residency from another state to Kentucky but NOT CHANGING other state as principal place of business (maintaining Kentucky non-resident license)

The licensee is required to:

- ☐ Submit Record Correction **Form 8303** – available electronically through eServices

**Moving residency from another state but NOT REQUESTING Kentucky resident license
(Currently licensed as nonresident of Kentucky)**

The licensee is required to:

- ☐ Submit Voluntary Surrender of License **Form VS** – available electronically through eServices
- ☐ Return “original” Kentucky nonresident license certificate

Moving non-resident license from another state and REQUESTING Kentucky resident license

(Currently licensed as nonresident of Kentucky)

The licensee is required to:

- ☐ Surrender license in current resident state

If the licensee applies to Kentucky for a new resident license **within 90 days of date of surrender in previous resident state**, the licensee is required to:

- If individual
 - ☐ Submit Individual Application **Form 8301 (no fee required)** – all forms available at <http://insurance.ky.gov>. **Note: All appointments and designations that are active on date of residency change will be restored with no fee required.**
 - ☐ Submit Administrative Office of the Courts Background Check Report using Form 8301-BGC
 - ☐ Provide one of the following as proof of financial responsibility: Form 99-1 (E&O liability issued by KY-admitted Insurer); Form 99-2 (Letter of Credit issued by Financial Institution); Form 99-3 (Surety Bond issued by KY-admitted Insurer); Form 8302-AP - the KY-admitted Insurer may assume the legal liability for an Agent by submitting form and appropriate fee with the application; or Form 99-6 - the KY-admitted Insurer may assume the legal liability for an Agent or Adjuster.
- If business entity
 - ☐ Submit Business Entity Application **Form 8301-BE (no fee required)** – all forms available at <http://insurance.ky.gov>
 - ☐ Apply for Certificate of Authority through Kentucky Secretary of State's Office at <http://sos.ky.gov>.

If the licensee applies to Kentucky for a new resident license **after 90 days of surrender of previous resident state license**, the licensee is required to:

- ☐ Submit application via www.nipr.com, any required documentation, AOC background report, and fees
- ☐ Complete 20 hours of pre-licensing training for each major line of authority
- ☐ Pass the insurance examination for each major line of authority
- ☐ Request appointment with each insurer for whom insurance business is conducted in Kentucky.

Moving license from another state in which you hold a resident license and REQUESTING Kentucky Resident License

(NOT licensed in Kentucky prior to moving)

Individual moving to Kentucky and applying for a resident license **within 90 days** of surrender of previous resident state license, will apply for a license as a new resident agent, but will be exempt from pre-licensing and examination. The individual is required to

- ☐ Submit Application Form 8301 – **all forms available at** <http://insurance.ky.gov>
- ☐ Submit Background Check Form 8301-BGC as indicated on the form – may print from this link and complete: <http://doi.ppr.ky.gov/kentucky/Documents/Agent/8301BGC072109.pdf>
- ☐ Provide one of the following as proof of financial responsibility: Form 99-1 (E&O liability issued by KY-admitted insurer); Form 99-2 (Letter of Credit issued by financial institution); Form 99-3 (Surety Bond issued by KY-admitted insurer); Form 8302-AP - the KY-admitted insurer may assume the legal liability for an agent by submitting form and appropriate fee with the application; or Form 99-6 - the KY-admitted insurer may assume the legal liability for an agent or adjuster.

NOTE: If applying for resident license after 90 days of surrender of previous resident state license, there is no exemption from pre-licensing and examination in Kentucky.

Resident and Nonresident Licensees Individuals and Business Entities

Changing legal name

If the licensee changes his, her, or its legal name, the licensee is required to file the following with the Department of Insurance:

- ☐ Record Correction **Form 8303 – available electronically through eServices**
- ☐ Pertinent legal documentation approving name change
- ☐ “Original” Kentucky license
- ☐ An updated license certificate will be mailed from DOI

(No fee for issuance of new license)

NOTE: All DBA name changes must be submitted in writing, on letterhead, to Agent Licensing Division, PO Box 517, Frankfort, KY 40602.

Changes in Business Entity Legal name or DBA name may also involve amending documents filed with the Kentucky Secretary of State.

Record Correction Form 8303

This form is available on the Department of Insurance Web site at <http://doi.ppr.ky.gov/kentucky/Documents/Agent/8303ChangAddressForm072109.pdf> and should be used for any legal change of name or change of address (residence or business) that does not require the licensee to get a new resident license. Form 8303 should have pertinent information attached and should include the licensee's name plus Social Security number, Federal Employer Identification Number, or Kentucky Department of Insurance identification number and signature of licensee. The original Form 8303 should be submitted by mail to:

Department of Insurance
Agent Licensing Division
PO Box 517
Frankfort, KY 40602-0517

Or submit change electronically under the password protected secured site at: <http://insurance.ky.gov>, for immediate confirmation. Click on the red **eServices**, top right of the home page and proceed with setting up a password protected account where you may change an address, order duplicate license, process your renewal, verify information on your record, and execute other electronic services.

Licensing Procedures and Information

Information about qualifications, procedures, and forms for all licenses issued through the Agent Licensing Division is available on the Department of Insurance Web site at <http://insurance.ky.gov> and may be referred to if the licensee is required to obtain any new resident or nonresident license.